

NHLTA Education Committee Minutes March 19, 2024

Present: Patricia Pustell, Connie Kirwin, Ashley Methot, Mark Branoff, Conrad Moses, Marcia McLaughlin, Anne Chant, Michelle Elbert, Tammy Hooker, Rosemary D'Arcy, Janet Hromjak, Kathy Parenti, Katrinka Pellechia, Deb Caplan

Absent: Renee Mallett, Cathy Harvey, Dee Santoso

1. Minutes of February 20, 2024 – accepted.
2. 2024 Annual Conference
  - a. Katrinka reported that the brochure is done and has gone out.
  - b. Sponsors: Mark and Janet have not yet received the \$1000 from our premier sponsor. Mark received a registration from Clean Energy New Hampshire, for an exhibit table. They should pay \$100 as they are a nonprofit.
  - c. Registrations: Announcement was sent out by Ashley/Wild Apricot yesterday. There were 11 registrations as of this meeting. NHLTA board members should register by logging in to Wild Apricot and click on the box that says “board members” as there will be no charge for board members. We are not accepting credit cards for the conference this year.
  - d. Session introductions/jobs:  
Registration desk: Janet, Connie, Anne, Michelle, Tammy, Renee (walk ins)  
Session 2: Marcia and Michelle  
Session 3: Deb  
Session 6: Anne  
Session 7: Marcia and Michelle  
Session 8: Katrinka  
Session 14: Kathy P.  
  
-Committee members should email their preferred workshops to introduce, to  
  
Rosemary. She will assign the rest.
  - e. Other: Ashley would like us to report who actually attends the conference and each workshop session, and who is a walk in. At the registration table, we should keep notes on what attendee is substituting for another, who walks in, and who doesn't show up.
3. Wild Apricot Update: Check your emails.
4. 2024 Workshops and Regional Meetings
  - a. Orientation workshop: May 7, 10:00. Rosemary, Tammy and Conrad. Connie will send information to Ashley.
  - b. Registration will be done through Wild Apricot.
5. The Conference Committee will meet April 5 at 9:30.

The meeting adjourned at 11:00 The next meeting is April 16 at 10:00. Marcia will run the meeting.

Respectfully submitted,

Anne Chant